



# County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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February 16, 2005

To: Supervisor Gloria Molina, Chair  
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Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

## **BUSINESS CONTINUITY PLANNING + STATUS REPORT**

On March 4, 2003, your Board directed the development of a Countywide Business Continuity Planning (BCP) program. Following is a status report on our progress.

Since our November 10, 2004 status report, we have accomplished the following:

- All departments have created general Crisis Management Plans which identify their critical business processes along with a general estimate of financial impact, basic Information Technology (IT) needs, and Recovery Time Objectives that quantify the amount of time a business process can be interrupted before there is an unacceptable delay in service delivery.
- A majority of County departments, including those based in the Hall of Administration, Department of Public Works, and Internal Services Department, are in the process of writing detailed Business Continuity (BC) plans for their critical business processes, as identified in an earlier Business Impact Analysis survey.
- The Office of Emergency Management (OEM), as the project lead, continues to conduct training sessions for multiple departments to assist them in the plan writing process. The Chief Information Office is supporting these efforts by providing expert guidance in Disaster Recovery Planning (IT focused), which is part of the comprehensive BCP process.

Each Supervisor  
February 16, 2005  
Page 2

- The Department of Health Services (DHS) continues to make progress in developing their detailed BC plans. Due to the complexity of DHS, they were divided into three separate sections to develop their BC plans; Health Services Administration, Public Health, and Personal Health. All three sections are well underway in their detailed plan development and some are close to completion. DHS management has been very supportive of the BC planning effort and continues to make it a priority.

OEM will continue to support departments as they write BC plans for their critical business processes and will monitor their progress to ensure that plans are completed in a timely manner.

Please direct questions regarding this report to Ian Whyte, in OEM, at (323) 980-2253.

DEJ:CP  
IW:cm

c: Executive Office, Board of Supervisors  
Emergency Management Council  
All Department Heads  
Board Emergency Preparedness Deputies